**PAULSBORO BOARD OF EDUCATION**

**June 30, 2014**

**MINUTES**

**REGULAR MEETING**

A Regular Meeting of the Paulsboro Board of Education was called to order on the above date by Mr. Ridinger reading the following: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:00p.m. by pledging allegiance to the flag and with the following members present: Ms. Eastlack, Mrs. Lozada-Shaw, Mr. Hamilton, and Mr. Lisa, Ms. Priest, Mrs. Stevenson, and Mr. Walter. Mr. Chapkowski, the Greenwich Township Representative and Mrs. Giampola were absent. Also present were Dr. Quint, Interim Superintendent, Ms. Johnson, Business Administrator and Board Secretary, and student representative, Tahje Thomas.

**CORRESPONDENCE**

Motion by Lozada-Shaw, seconded by Stevenson and unanimously carried (8-0) to receive and file the following correspondences:

1. Note from District Teacher of the Year Tara Stahl. The note expresses thanks for the Teacher

 Recognition ceremony as well as the gift.

2. Note from Retired Groundskeeper George Kalnus. The note expresses thanks for the watch

 presented by the Board of Education as a retirement gift.

3. Note from Retiring Classroom Aide Joan Franz. The note expresses thanks for the watch presented by the Board of Education as a retirement gift.

**PUBLIC COMMENTS**

None

**PRESENTATION**

Crystal Henderson was presented with an Honorary Paulsboro High School Diploma by the Interim Superintendent, Board President, and Vice President. Mrs. Henderson’s family and friends were present to share in this special moment.

**REORGANIZATION**

Motion made by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation for reorganization items numbers one through nineteen:

On January 2, 2014, the Board of Education took the following action.

Granted approval to confirm required actions and appointments made by the previous Board of Education through June 30, 2014 as per the attached list.

 Informational: This was the first time that the Paulsboro Board of Education conducted a November election. This was, therefore, the first time the Board of Education reorganized in January. Following the April 2013 election the Board of Education reorganized for school business. At that time, it took all of the required actions and made the required appointments for school business for the period July 1, 2013 – June 30, 2014. The Board of Education confirmed these actions until June 30, 2014. This procedure places the actions and appointments on the same cycle as the school budget from July 1 – June 30.

1. Adopt Policies, By-Laws, and Rules & Regulations of the previous Board of Education.
2. Review and adopt the New Jersey School Boards Association (NJSBA) “Code of Ethics” **(Attachment)**
3. Adopt the following dates, times and location for meetings of the Board of Education:

 July 17, 2014 January 8, 2015 (Reorganization)

 August 28, 2014 January 22, 2015

 September 25, 2014 February 19, 2015

 October 30, 2014 March 26, 2015

 November 20, 2014 April 30, 2015

 December 18, 2014 May 28, 2015

 June 18, 2015

The May 28, 2015 meeting will begin at 7:30 PM following the Teacher Recognition Program. All other meetings begin at 7:00 PM. Meetings are held in the Paulsboro High School Library.

1. Adopt the written curriculum for all programs and courses offered by the Paulsboro Public Schools for the 2014-2015 school year.

Informational: Courses of study are available for review by appointment with the Director of Curriculum or Interim Superintendent.

1. Adopt the *South Jersey Times*, and/or the *Courier Post*, and/or *Paulsboro Board of Education Website* for Legal Notices.
2. Recognize the Paulsboro Education Association and Paulsboro Administrators Association as the bargaining units within the Paulsboro Public Schools.
3. Appoint Jennifer Johnson to the position of Business Administrator/Secretary to the Board of Education for the 2014-2015 school year.
4. Appoint Jennifer Johnson as the Qualified District Purchasing Agent from July 1, 2014 through June 30, 2015. There is no additional compensation for this position.
5. Adopt pursuant to N.J.S.A. 18A:18A-3 and Local Finance Notice #2011-16 Paulsboro Board of Education bid threshold in the amount of $36,000 and quote threshold in the amount of $5,400.

Informational: The recommended bid and quote limited are set at these higher levels because Business Administrator/Secretary to the Board of Education Jennifer Johnson is a Qualified District Purchasing Agent.

Note: The above thresholds are maximum amounts. If it seems appropriate in given situations the administration does establish lower thresholds to obtain bids and quotes in order to obtain the best possible pricing.

1. Authorize Business Administrator/Secretary to the Board of Education Jennifer Johnson in consultation with the Interim Superintendent of Schools to:

 a. Award contracts up to the bid/quote threshold.

 b. Use state contracts for purchasing goods and services.

 c. Authorize the payment of bills when necessary between meetings of the Board of

 Education then include them on the subsequent bill list for approval.

1. Adopt resolutions authorizing reappointment of district officials for the 2014-2015 school year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional/Firm** | **Position** | **Salary****2013-2014** | **Salary** **2014-2015** |
| Philipp Duvilla | School Board Solicitor | $115/hour$2,200 retainer | $115/hour$2,200 retainer |
| Horizon EnvironmentalGroup, Inc. | AHERA-Asbestos HazardEmergency Response Act | $1,200 | $1,200 |
| Holman & Frenia, P.C. | School Auditor | $19,300 | $19,800 |
| Garrison Architects(Contracted as needed) | Architect | Cost per project | Cost per project |

1. Adopt resolutions authorizing reappointment of district insurance brokers of record for the 2014-2015 school year. There is no direct cost to the Board of Education.

|  |  |
| --- | --- |
| **Professional/Firm** | **Position** |
| Steven Anuszewski | Health and Student Accident Insurance Broker of Record |
| Barclay Group | Property, Auto, Liability, Boiler and Machinery, Crime, Workers Compensation, Pollution and Professional Liability Insurance Broker of Record  |
| AFLAC via Take Care by Wage Works | Employee Flexible Spending Account Broker of Record.  |

1. Authorize a joint purchasing resolution with the Board of Education of the Township of Pittsgrove for the purchase of paper, materials, and supplies on a regular basis during 2014-2015 in accordance with N.J.S.A.18A:18A-11 which authorizes joint purchasing by educational districts.
2. Authorize an agreement for a Bidding/Purchasing Program with Educational Data Services, Inc. of Saddle Brook, New Jersey and the New Jersey Cooperative Bidding Program for the fee of $1,990 for time and material purchases.
3. Authorize an agreement for a Bidding/Purchasing Program with Educational Data Services, Inc. of Saddle Brook, New Jersey and the New Jersey Cooperative Bidding Program for the fee of $5,200 for instructional supplies.
4. Approve School Alliance Insurance Fund (SAIF) as the insurance carrier for property, liability, workman’s compensation, pollution, professional liability and casualty insurance for the 2014-2015 school year. The approval also includes insurance premiums for the 2014-2015 school year as follows:

|  |  |  |
| --- | --- | --- |
|  **Policy** | **Rate for 2013-2014** | **Rate for 2014-2015** |
| Property (including Auto PD), Boiler and Machinery and Crime | $256,975 | $273,348 |
| General and Auto Liability ($20,000,000) | Included | Included |
| Workers Compensation | $192,390 | $204,531 |
| Workers Compensation Supplemental | $8,805 | $9,225 |
| Pollution (SAIF) | Included | Included |
| Professional Liability ($20,000,000) | $28,793 | $28,408 |
| Total Package | $486,963(This amount reflects the return of surplus) | $515,543(This amount will be reduced when the return of surplus is calculated) |

1. Appoint the following district officials to perform additional duties during the 2014-2015 school year. There is no additional compensation for these duties.

 a. Paulsboro Senior High School Principal Paul Morina to issue working papers.

 b. Director of Special Services John Giovannitti as Affirmative Action Officer.

 c. Director of Special Services John Giovannitti as Title IX Coordinator.

 d. Director of Special Services John Giovannitti as Section 504 Compliance Officer.

 e. Director of Special Services John Giovannitti as Americans with Disabilities Act (ADA)

 Coordinator.

 f. Director of Special Services John Giovannitti as Homeless Liaison.

 g. Secretary Deborah Kappra as Treasurer of School Monies.

 h. School Social Worker Claudia Vanderslice as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.

 i. Interim Superintendent of Schools Walter Quint as the authorized representative for state and federal projects.

 j. Supervisor of Support Staff Jack Henderson as the Paulsboro Safety Coordinator.

 k. Supervisor of Support Staff Jack Henderson as the Integrated Pest Management

 Coordinator.

 h. Supervisor of Support Staff Jack Henderson as the Right to Know Designated Person.

 l. Supervisor of Support Staff Jack Henderson as the Indoor Air Quality designee as

 required by PEOSH (Public Employees Occupational Safety and Health Program).

 m. School Business Administrator, Ms. Jennifer Johnson, as the Custodian of Records as per the Open Public Records Act that took effect July 7, 2002.

 n. School Business Administrator, Jennifer Johnson, as the Public Agency Compliance Officer (PACO)

 o. Secretary to the Business Administrator/Secretary to the Board of Education Deborah Kappra and the Bookkeeper, Payroll and Business Secretary Lisa Capasso as Substitute Custodians of Record to act in the absence of the School Business Administrator.

 Informational: The Open Public Records Act is a major update to the Right-To-Know Law, N.J.S.A. 47:1A-1et seq. Government records must be readily accessible for inspection, copying or examination by the public, with certain exceptions. Under the new law, requests must be in writing and on a form provided by the district. The requested records must be made available within seven business days.

 p. Interim Superintendent of Schools Walter Quint, as the custodian of records for both student and personnel records.

 Informational: This appointment is required under the New Jersey Open Public Records Act (OPRA) NJSA 47A:1A-1.

1. Adopt the following resolution for Depository of School Monies for the 2014-2015 school year.

 BE IT RESOLVED: that the Colonial Bank be named and designated as the depository of

 School funds of the Board of Education of the Borough of Paulsboro. A copy of this

 Resolution will be sent to the School Treasurer, the Colonial Bank and to any other interested

 parties on request.

1. Adoption of the following resolution for petty cash accounts for the 2014-2015school year.

 BE IT RESOLVED: As required by NJSA 18A:19-13, the Paulsboro Board of Education

 establish the following petty cash funds for the 2014-2015 school year. All accounts will be reported upon monthly.

 **(Note 4) Maximum Fund**

 **Name Person Responsible Balance**

 Billingsport School Paul Bracciante $ 100

 Loudenslager School Phillip Neff $ 100

 Paulsboro High School Paul Morina $ 200 Note 1

 Paulsboro Junior High School Mildred Tolbert $ 100 Note 2

 Central Offices Jennifer Johnson $ 300 Note 3

 Note 1: Increased by $25 compared to 2013-2014.

 Note 2: This is a new account as a result of establishing Paulsboro Junior High School.

 Note 3: This combines the Central Offices, Child Study Team Office and Curriculum Office into one account. The

 amount of petty cash in the Administration Building was reduced from $480 to $300. The goal is to use the petty

 cash fund less frequently and utilize the Purchase Order process in more cases.

 Note 4: No single petty cash transaction may be larger the $50.

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

**Report of the Student Member of the Board of Education**

None

**Old Business**

1. At the meeting conducted on Thursday, May 29, 2014, a member asked if several funding sources can be used to finance a bond referendum.

Response: Bonds will be issued to finance projects approved by the voters. Bond Counsel will guide the Board of Education through this process. It is possible to use grant funding, capital reserve monies, and other sources to fund costly maintenance projects. In fact, the Paulsboro Board of Education did this in 1995. A bond referendum, Safe School Grant, and money from the district free balance were all used to fund maintenance and building projects.

1. At the meeting conducted on Thursday, March 27, 2014, the Board of Education agreed to conduct its annual self-evaluation via New Jersey School Boards Association. This is an online evaluation instrument that each member agreed to complete by Monday, April 20, 2014.

Every member of the Board of Education completed the Self-Evaluation. The evaluations are now being compiled by New Jersey School Boards Association (NJSBA). NJSBA Representative Terry Lewis will review the Self-Evaluations with the Board of Education at its August 28, 2014 meeting.

1. At the meeting conducted on Thursday, March 27, 2014, a member asked if those with pending cases against Conrail may comment, vote, etc. on Board of Education litigation against the same company.

Response: The Interim Superintendent again reviewed this matter with the Board of Education Counsel for Conrail litigation. He does not feel that members of the Board of Education have a conflict of interest in this matter. That is, individual members of the Board of Education who have legal cases against Conrail may still vote on matters related to that company.

1. Evaluation of the Interim Superintendent

 The Board of Education is required to evaluate the performance of the Interim Superintendent of Schools at least once per year. This task should be complete by mid-July. The evaluation should include progress on the goals and objectives approved by the Board of Education, student achievement data, duties delineated in the job description, and QSAC (Quality Single Accountability Continuum) results.

 New Jersey School Boards Association has a format for the evaluation of Superintendents of Schools. Using this format is an efficient way to conduct the evaluation. Members of the Board of Education could complete the forms then meet with the Interim Superintendent to discuss the results as well as plans for the upcoming school year. This review could take place at a special meeting of the Board of Education or as part of a regularly scheduled meeting.

The Interim Superintendent has almost completed his self-evaluation which is the first part of the process. He will email the form to each member of the Board within a week. He respectfully requests that members of the Board complete the Evaluation of the Superintendent then forward it to Vice President Bonnie Eastlack by Monday, August 3, 2014. If Ms. Eastlack agrees, she can compile the evaluations. The Board of Education and Interim Superintendent could then complete the evaluation process as part of the September 2014 meeting of the Board of Education.

1. Regular Operating District (ROD) Grants

The Interim Superintendent of Schools, Business Administrator and Supervisor of Support Staff will meet with Robert Garrison, District Architect on Thursday, June 30, 2014 in order to begin the process of conducting a bond referendum to provide the additional funding needed to secure the ROD funds. More information will be forthcoming.

**New Business**

Motion made by Lozada-Shaw, seconded by Walter an unanimously accepted (8-0) to accept the Interim Superintendents recommendation item numbers one:

1. Recommend adoption of a resolution honoring Larry Hall for coordinating the Santa’s Elves Program for the past 31 years.

 2. Senior Class Trip

Please find attached a copy of an Administrative Procedure that was adopted by the Board of Education on May 17, 1994. This procedure requires at least 50% of the class to make a $150 deposit for the Senior Class trip by September 30th. If this threshold is not met the trip will be cancelled. **(Attachment)**

 The 50% participation rate has not been met in the recent past but the Senior Class Trip was still conducted. During the 2013 -2014 school year, only 29 of the 89 (33%) seniors participated in the trip. One reason for this low participation is the cost of the trip - $1,249 per student. In the main, students who do not participate in the class trip do not attend school.

 There are three reasons why schools conduct Senior Class Trips: Provide a unifying activity for the class, provide an opportunity that students would not otherwise have and have educational value. With less than half the class participating, the activity cannot be unifying. Some of the students have already been to Disney World so this is not an opportunity that they would not otherwise have. Finally, the educational value of the trip is marginal at best.

 There are two important questions for the Board of Education to consider. First, does the Board of Education intend to implement the Administrative Procedure adopted on May 17, 1994. The second question speaks to the destination of the trip. Is it time to consider another less expensive, more educational Senior Class Trip destination?

Motion made by Stevenson, seconded by Hamilton to enforce the administrative procedure adopted by the Board of Education on May 17, 1994 to require at least 50% of the senior class to make a $150 deposit for the Senior Class trip to Orlando Florida by September 30th otherwise the trip will be cancelled. If cancelled an alternative location will be determined.

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

 **BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORT**

Motion by Lozada-Shaw, seconded by Lisa to approvethe items A-G:

1. Approval of Minutes **(Attachment)**

 Regular Meeting - May 29, 2014

 Executive Session - May 29, 2014

1. Adoption of the Tax Resolution

1. BE IT RESOLVED, that the amount of district taxes, exclusive of debt service requirements needed to meet the obligations of this Board for the 2014-2015 school year is $5,484,300 and that the Council, Borough of Paulsboro is hereby requested to place in the hands of the Treasurer of School Moneys the following amounts within thirty days of the “Date” so noted in accordance with the statutes relating thereto:

**Date** **Current**

July 31, 2014 $ 457,025.00

August 22, 2014 $ 457,025.00

September 26, 2014 $ 475,025.00

October 31, 2014 $ 475,025.00

November 28, 2014 $ 475,025.00

December 19, 2014 $ 475,025.00

January 30, 2015 $ 475,025.00

February 27, 2015 $ 475,025.00

March 27, 2015 $ 475,025.00

April 30, 2015 $ 475,025.00

May 28, 2015 $ 475,025.00

June 26, 2015 $ 475,025.00

 $ 5,484,300.00

2. BE IT FURTHER RESOLVED, that the amount of district taxes to meet all interest and debt redemption charges for the 2014-2015 school year is $118,292 and that the Council, Borough of Paulsboro is hereby requested to place in the hands of the Treasurer of School Moneys the following amounts within thirty days of the “Date” so noted in accordance with the statutes relating thereto.

**Date** **Debt**

July 31, 2014 $ 9,857.63

August 22, 2014 $ 9,857.67

September 26, 2014 $ 9,857.67

October 31, 2014 $ 9,857.67

November 28, 2014 $ 9,857.67

December 19, 2014 $ 9,857.67

January 30, 2015 $ 9,857.67

February 27, 2015 $ 9,857.67

March 27, 2015 $ 9,857.67

April 30, 2015 $ 9,857.67

May 28, 2015 $ 9,857.67

June 26, 2015 $ 9,857.67

 $ 118,292.00

1. Recommend approval of the budget transfers.

| From Account | From Description | To Account | To Description | Amount |
| --- | --- | --- | --- | --- |
| 11-120-100-101-02 | Reg Prg-Grades 1-5InstructionSalaries-Teachers | 11-190-100-610-18 | Reg Prg-Undistrib.InstructionGeneral Supplies | 31,731.00 |
| Reallocate Department Budget |
| 11-190-100-500-18 | Reg Prg-Undistrib.InstructionOther Purchased Serv | 11-190-100-610-18 | Reg Prg-Undistrib.InstructionGeneral Supplies | 19,755.00 |
| Reallocate Department Budget |
| 11-000-213-110-00 | UndistributedHealth ServicesOther Salaries | 11-000-213-104-00 | UndistributedHealth ServicesSalaries-Other Prof | 1,092.00 |
| Reallocate Department Budget |
| 11-000-218-610-01 | UndistributedGuidance ServicesGeneral Supplies | 11-000-218-104-03 | UndistributedGuidance ServicesSalaries-Other Prof | 510.00 |
| Reallocate Department Budget |
| 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 11-000-270-160-00 | UndistributedStudent Trans.Sal Trans Regular | 1,895.00 |
| Reallocate Department Budget |
| 11-000-270-420-00 | Undistributed Student Trans.Cleaning/Repair/Main | 11-000-270-160-09 | UndistributedStudent Trans.Sal Trans Regular | 2,641.00 |
| Reallocation of Salaries |
| 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 11-000-270-162-00 | UndistributedStudent Trans.Sal Trans Other | 404.00 |
| Reallocate Department Budget |
| 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 11-000-270-162-04 | UndistributedStudent Trans.Sal Trans Other | 1,582.00 |
| Reallocate Department Budget |
| 11-000-270-420-00 | Undistributed Student Trans.Cleaning/Repair/Main | 11-000-270-162-06 | Undistributed Student Trans.Sal Trans Other | 1,510.00 |
| Reallocate Department Budget |
| 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 11-000-270-162-42 | Undistributed Student Trans.Sal Trans Other | 1,013.00 |
| Reallocate Department Budget |
| 11-000-270-420-00 | UndistributedStudent Trans.Cleaning/Repair/Main | 11-000-270-512-00 | UndistributedStudent Trans.Con Trn Oth Vendors | 1,710.00 |
| Reallocated Department Budget |

1. Recommend approval of the Cash Receipts Report – May 2014 **(Attachment)**
2. Recommend payment of bills that are duly signed and authorized. **(Attachment)**
3. Reports of Secretary to Board of Education – May 2014

|  |
| --- |
| **FINANCIAL REPORTS OF TREASURER & BOARD SECRETARY – MAY 2014** |
| **TREASURER’S REPORT** |  |  |  |  |
| Cash: May 2014 | Beginning  | Receipts | Disbursements | Ending Cash |
|  | Cash Balance | This Month | This Month | Balance |
| General Fund |  $ 1,808,109.80  |  $ 1,748,912.95  |  $ 1,623,023.40  |  $ 1,933,999.35  |
| Special Revenue |  0.32  |  135,370.00  |  135,369.79  |  0.53  |
| Debt Service |  140,746.00  |  -  |  -  |  140,746.00  |
| Food Service |  0.34  |  163,562.22  |  87,344.21  |  76,218.35  |
|  |  |  |  |  |
| Total Government Funds |  $ 1,948,856.46  |  $ 2,047,845.17  |  $ 1,845,737.40  |  $ 2,150,964.23  |
|  |  |  |  |  |
| **SECRETARY’S REPORT** |  |  |  |  |
| Cash: May 2014 |  |  |  |  |
|  |  |  |  |  |
| Total Governmental Funds  |  $ 1,948,856.46  |  $ 2,047,845.17  |  $ 1,845,737.40  |  $ 2,150,964.23  |
|  |  |  |  |  |
|  **ACTIVITY FOR YEAR:**  |  Receipts  |  |  |  Disbursements  |
|  Beginning Balance  |  $ 19,065,612.86  |  |  |  $ 18,282,347.07  |
|  Receipts – Month  |  2,047,845.17  |  |  |  1,845,737.40  |
|  Receipts to Date  |  $ 21,113,458.03  |  |  |  $ 20,128,084.47  |
|  |  |  |  |  |
|  **APPROPRIATIONS:**  |  Adjusted Budget  |  Expenditures  |  Encumbrance  |  Balance  |
|  General Fund  |  $ 21,646,259.56  |  $ 15,779,378.35  |  $ 2,147,884.19  |  $ 3,718,997.02  |
|  Special Revenue  |  2,178,559.00  |  1,218,651.51  |  337,628.86  |  622,278.63  |
|  Debt Service  |  289,899.00  |  289,898.00  |  |  1.00  |
|  Food Service |  914,055.94  |  519,961.41  |  24,402.16  |  369,692.37  |
|  TOTALS  |  $ 25,028,773.50  |  $ 17,807,889.27  |  $ 2,509,915.21  |  $ 4,710,969.02  |

Informational: The Board may approve the above reports with a single motion. The Report of the Treasurer of School Monies and Report of Secretary to the Board of Education as well as associated accounts will be available at the meeting or in advance by contacting Business Administrator Jennifer Johnson.

1. Recommend adoption of the following resolution:

Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of May 31, 2014, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Recorded via roll call vote of the Board of Education.

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

1. Pursuant to NJAC 6A:23A-16.10(c)2, I, Jennifer Johnson, Business Administrator to the Board of Education certify that anticipated revenue is as follows as of May 31, 2014.

|  |  |  |
| --- | --- | --- |
|  |  Anticipated  Budget  |  Cash Received as of May 31, 2014 |
| Taxes |  $ 5,376,765.00  |  $4,916,779.08  |
| Tuition - Gibbstown |  1,375,156.00  |  1,118,054.07  |
| Tuition - Other LEA's |  -  |  43,400.07  |
| Miscellaneous |  388,790.00  |  80,880.21  |
| State Aid |  12,091,969.00  |  10,111,142.00  |
| Extraordinary Aid |  84,267.00  |   |
| SEMI |  80,000.00  |  55,498.46  |
|  |  $ 19,396,947.00  |  $16,325,753.89  |

  Thursday, June 30, 2014

1. Pursuant to NJAC 6A:23-2.ll(c)3, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of May 31, 2014, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district Board of Education pursuant to NJAC 6A:23-2-2.11(a).

  Thursday, June 30, 2014

**SUPERINTENDENT’S REPORT**

**PERSONNEL**

Note: All appointees must have completed criminal history background checks and certificate/license requirements along with all necessary paperwork prior to board action unless otherwise noted.

 Motion by Stevenson, seconded by Eastlack to accept the Interim Superintendents recommendation items A-D:

1. Recommend appointment of the substitute teachers on the attached list from Source 4 Teachers.

**(Attachment)**

Informational: The Board of Education has a contract with Source 4 Teachers to provide substitute teachers for the district. Source 4 Teachers verifies proper certification, criminal history background checks, etc. The Paulsboro Board of Education must then approve the names of the substitute teachers in order for them to work within the district.

1. Recommend approval to grant the Interim Superintendent authority to issue letters of intent to hire staff members as needed prior to the Thursday, August 28, 2014 meeting of the Board of Education.

Informational: “Letter of Intent” authority authorizes the Interim Superintendent to offer positions to candidates prior to the next meeting of the Board of Education. At its next meeting, the Board of Education would be obligated to approve these appointments. The Interim Superintendent will only use letters of intent when absolutely necessary. During the summer, employees frequently resign or retire. They must be replaced quickly so that the schools are fully staffed for the beginning of the new term in September 2014.

1. Recommend approval of a contract for Business Administrator/Secretary to the Board of Education Jennifer Johnson for the term July 1, 2014- June 30, 2015. The contract includes a 2% salary adjustment to $119,068. All other terms and conditions of employment remain unchanged from the previous contract. This recommendation is contingent on final approval by the Executive County Business Administrator.

Informational: The Board of Education reviewed this matter at its meeting on Thursday, May 1, 2014. Following that meeting the Interim Superintendent sent the contract to Executive County Superintendent of Schools for approval.

1. Recommend approval to allow Interim Superintendent Walter Quint to use up to two weeks of his 2013-2014 vacation allowance between September 1, 2014 and June 30, 2015.

Informational: Dr. Quint has not used any vacation to date. He plans to take a two week vacation during July/August 2014. It is not possible for him to use all of his vacation allowance prior to the end of his first year of service on August 31, 2014. He would, however, like to take a vacation during late October – early November in order to travel to Colorado to meet his first grandchild. At the end of Dr. Quint’s contract on August 31, 2015, all unused vacation will be returned to the Board of Education with no payment due the Interim Superintendent.

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

Motion by Stevenson, seconded by Eastlack to accept the Interim Superintendents recommendation item E:

1. Recommend approval to pay Director of Special Services John Giovannitti a $4,000 stipend to serve as the District Harassment, Intimidation and Bullying Coordinator for the 2014-2015 school year.

Informational: This is the same stipend that was approved by the Board of Education for the 2013-2014 school year. The recommendation failed to win support by the Board of Education at its May 29, 2014 meeting but only 6 members were present. In order to be as fair as possible, the Interim Superintendent is presenting the recommendation for consideration by the full Board.

Roll Call Vote: Ms. Eastlack, Mr. Lisa, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 6 YES; Mr. Hamilton, Mrs. Lozada-Shaw voting 2 NO; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

Motion by Stevenson, seconded by Eastlack to accept the Interim Superintendents recommendation items F-KK:

1. Recommend approval to adopt the attached job description for Secretary to the Business Administrator/Secretary to the Board of Education. **(Attachment)**

Informational: The existing job description for this position dates to circa 1991. The duties, technology, state mandates, etc. have changed a great deal since that time. Business Administrator Jennifer Johnson reviewed and updated the job description in order to bring it up-to-date.

1. Recommend approval to transfer Secretary to the Director of Special Services/Child Study Team Deborah Kappra to the position of Secretary to the Business Administrator/Secretary to the Board of Education effective July 1, 2014. This is a confidential position which is not represented by the Paulsboro Education Association. Ms. Kappra will earn $47,500 per year.

Informational: The position of Secretary to the Business Administrator/Secretary to the Board of Education is vacant due to the retirement of Patricia Shivery on March 1, 2014. Business Administrator Jennifer Johnson interviewed candidates for this position as well as administered MicroSoft Word and Excel tests. Ms. Kappra will begin to earn the salary and receive the benefits for the position of Secretary to the Business Administrator/Secretary to the Board on July 1, 2014. She will, however, remain in her current position until a replacement can be hired and trained. During this period of transition, the Part-Time Secretary to the Child Study Team will continue to assist the Business Administrator.

Note: As part of the process leading to the two previous recommendations, Business

Administrator Jennifer Johnson interviewed administrators and secretaries districtwide. The purpose of these interviews was to learn the duties of the secretaries with special emphasis on those tasks relative to finance. The goal was to adjust duties in order to create more efficiency in the financial operations of the district. Over the next few months, the administration will update the job descriptions for some of the secretaries to reflect their actual duties as well as adjust responsibilities to both balance workloads and create greater efficiency. The job descriptions will be presented to the Board of Education for review and adoption.

1. Recommend approval to adopt the attached 2014-2015 Holiday Calendar. **(Attachment)**

Informational: The calendar is based on the agreements between the Board of Education and Paulsboro Education Association and Paulsboro Administrators Association. The holidays were established in consultation with representatives of the unions. The holidays listed for the Offices of the Superintendent of Schools and Business Administrator/Secretary to the Board of Education are the same as provided during the 2013-2014 school year.

Note: The Supervisors of Food Services, Technology and Support Staff do not currently have any written employment contracts/agreements. The administration is creating these documents for review and adoption by the Board of Education. The contracts/agreement will use those that currently exist for confidential secretaries as the model.

1. Recommend approval of a medical leave of absence for Paulsboro High School Teacher Barbara Thomson as follows:

Dates of Leave Terms and Conditions of Leave

Wednesday, May 28, 2014-Wednesday, June 25, 2014 With pay and benefits by use of

accumulated sick leave/vacation days as well as the concurrent

use of Federal Family Leave.

1. Recommend approval of a medical leave of absence for District Computer Technician Charles Brown as follows:

Dates of Leave Terms and Conditions of Leave

Tuesday, June 17, 2014-Monday, June 30, 2014 With pay and benefits by use of

accumulated sick leave as well as the concurrent use of Federal Family Leave.

1. Recommend approval for Elementary School Teacher Michael Peek and Paulsboro High School Teacher Clara Davis to provide English Language Learner services for the 2014-2015 school year. Teachers will earn $32 per hour. Each student is entitled to 2 hours of service per week. In most cases, instruction is provided in small groups.

Informational: Mr. Peek and Ms. Davis provide the mandated English Language Learner (ELL) tutoring for students with Limited English Proficiency. During September 2014, the initials of the students receiving ELL services will be presented to the Board of Education for record keeping purposes.

1. Recommend approval to hire Michelle Heil to the position of Substitute School Nurse effective June 5, 2014 at a rate of $125 per day for the remainder of the 2013-2014 school year.

Informational: At its May 29, 2014 meeting, the Board of Education authorized the Interim Superintendent of Schools to issue letters of intent to hire substitute school nurses. The Interim Superintendent advertised the position open, interviewed candidates, checked references and verified criminal history background reviews prior to issuing a letter of intent. He now respectfully requests that the Board of Education confirm this action.

1. Recommend approval to accept the resignation of Athletic Trainer Timothy Braun effective June 30, 2014.

Informational: Mr. Braun served the Paulsboro Public Schools for one year. He accepted a position of Athletic Trainer for Idaho State University.

1. Recommend appointment of Paulsboro Junior High School Teacher Susan Schaffer to the position of Website Content Administrator for the 2014-2015 school year at a salary of $3,300.

Informational: The position of Website Content Administrator has ongoing duties to receive recommended content, rewrite/write content, edit content, etc. then upload the materials to the websites. Ms. Schaffer held this position during the 2013-2014 school year.

1. Recommend approval to rescind the contract for Paulsboro High School Teacher Lisa Kuhnel-Prangler to serve as a substitute teacher for the Paulsboro High School summer school program.

Informational: The Board of Education originally approved the contract on May 29, 2014.

1. Recommend approval of the Paulsboro High School Secretary Adina Giovannitti and Cafeteria Worker Kim Parker to serve as substitute Summer Foods Workers on an as needed basis at a rate of $9.50 per hour.
2. Recommend appointment of the following teachers to co-curricular and class advisor positions at Paulsboro Senior High School for 2014-2015:

|  |  |  |
| --- | --- | --- |
| **Position** | **Advisor** | **2014-2015****Salary****(in $)** |
| A.V. Coordinator | Michael Calabrese | 2,812 |
| Assistant Band Director | Wendy Stocker | 2,170 |
| Band Director | Jenna Ouellette | 5,498 |
| Choral Director | Aaron Krasting | 1,579 |
| 9th Grade Advisor | Amy Bria | 1,535 |
| 10th Grade Advisor (Note 4) | Stephanie Taraschi  | 1,535 |
| 11th Grade Advisor | Andrea Lilley | 2,453 |
| Senior Class Fund Raiser Advisor (Note 3) | Monica Garner  | 1,071 |
| 12th Grade Advisor | Brenda Caltabiano  | 2,594 |
| Gallery Advisor | Wendy Stocker | 410 |
| Key Club (Note 2) | Paige Foulk | 1,000 |
| National Honor Society Advisor | Gina Morina | 2,004 |
| National Jr. Honor Society Advisor | Jean Brown | 2,004 |
| Newspaper Advisor (*Paulsentinel*) | Ashley O’Hara | 1,569 |
| Play Director | Barbara Holler | 6,737 |
| Assistant Play Director | Matthew Phillips | 2,219 |
| Play Business Advisor (Note 1) | William McCumber | 339 |
| Student Council Advisor (Note 4) | Margaret LaDueChristine O’Malley | 1,0611,061 |
| Yearbook Advisor | Gina Morina | 2,589 |
| Yearbook Business Advisor | Patricia DellaVecchia | 1,658 |
| Stage & Set Crew Advisor | Margaret LaDueSteve Smeresky | 2,1542,154 |
| S.U.R.E.-Students United for Respect and Equality | Margaret LaDue | 851 |
| School Supply Room (Note 2) | Patricia DellaVecchia | 500 |

 Note 1: Advisor earns the stipend listed plus 10% of revenues from advertisement book

 as per agreement with the Paulsboro Education Association.

Note 2: These positions are not part of the agreement with the Paulsboro Education

 Association.

Note 3: These stipends are paid from the profits of the fundraising activities as per

 agreement with the Paulsboro Education Association.

Note 4: These advisors are new to the position. All other advisors also held the positions

 during the 2013-2014 school year.

1. Recommend approval to transfer Teacher of Grade 5 at Loudenslager Elementary School Matthew Browne to the position of District Coach for the 2014-2015 school year.
2. Recommend approval to transfer part-time Cafeteria Worker Cindy Anderson to the position of Custodian at $26,155 – Step 1 as per agreement with the Paulsboro Education Association effective Tuesday, July 1, 2014. Ms. Anderson will work Monday – Friday from 11:00 AM – 7:30 PM at Paulsboro High School.

Informational: This position is available as a result of the resignation of Tom Miller. The administration is recommending this “swing shift” position in order to provide more custodial support at Paulsboro High School during lunch periods, afternoon and early evening when the building is being prepared for night activities. Currently, there is only one day shift custodian assigned to Paulsboro High School. This employee cleans the Administration Building and services the Cafeteria during lunch periods. Interviews were conducted by Supervisor of Support Staff Jack Henderson.

Ms. Anderson’s Cafeteria Worker position will be reviewed by Nutri-Serve. The company will fill, modify, or eliminate the post as they see fit in order to operate the food service program. The position will, if filled, be a Nutri-Serve employee as per agreement with that company.

1. Recommend approval to appoint Michael Robinson to the position of 12-Month Custodian assigned to the evening at Paulsboro High School effective July 1, 2014. Mr. Robinson will earn $26,155 – Step 1 as per agreement with the Paulsboro Education Association. This recommendation is contingent on Mr. Robinson successfully completing the Criminal History Background review process.

Informational: This position is available as a result of the resignation of Gregory Taylor. Interim Superintendent Walter Quint and Supervisor of Support Staff Jack Henderson interviewed Mr. Robinson as well as checked references.

1. Recommend approval for Paulsboro High School Teachers Clara Davis and Mark Vogeding to serve as Breakfast Monitors during the 2014-2015 school year at a rate of $20 per day for 181 days per year.
2. Recommend approval for the following custodians to hang their boiler licenses for the 2014-2015 school year with a stipend of $694 as per agreement with the Paulsboro Education Association:

 Jack Henderson Daniel Moore Patrick Relation Paul Johnston Dietra Roane Earl McEwen Barry Johnson Bradford Johnson Howard Camp

 Adam Miskiewicz John Ponter

1. Recommend appointment of the following substitutes to be used on an as needed basis for the

 2014-2015 school year:

 **Teacher - $80 per day**

|  |  |  |
| --- | --- | --- |
| Steven Anuszewski | Joseph Dreger | Marietta Relation |
| Joseph Benne | Paula Estrada | Sherry Reynolds |
| Leone Brennan | David Glocker | Erica Scott |
| Barbara Clancy | Marie Lexa | Cheryl Sierocinski |
| Teresa Colanero | Gloria Melchiore | Julian Smentek |
| Sean Collins | Barbara Murphy | Anne Williams |
| Mary Ann Costa | Heather Parks |  |
| Keri Lyn Croce | Dave Platt |  |

 **Secretary - $8.25/hr.**

|  |  |  |
| --- | --- | --- |
|  Barbara Clancy | Janie Talemal | Carol Thompson |
| Rachel Hohney |  |  |

 **Aide - $8.25/hr.**

|  |  |  |
| --- | --- | --- |
| Bertha Avant | Kellie Mann | Shirley Reed |
| Frieda Clarke | Traci Dyess | Mary Bailey |
| Ronica Thornton | Warren Sharper | Nancy O’Brien  |
| George Trader |  |  |

**Bus Driver - $12/hr.**

|  |  |  |
| --- | --- | --- |
| Charlotte Williams |  Ann Aspell |  Sharon Zubec |

 **Custodian/Grounds/Maintenance - $8.25 per hour**

|  |  |  |
| --- | --- | --- |
| Loretta Taylor | Warren Sharper | Ronica Thornton |
| Vince Campbell | Nancy O’Brien | Charles Reed |
| Zachary Dunn | Ryan Garvin | Charles Kulbacki (Note 1) |
| Grace Ridgeway (Note 1) | Raven Robinson (Note 1) | Tyler Benson (Note 1) |

Note 1: This is the first time that these people will be appointed as substitute workers for the Board of Education. Supervisor of Support Staff Jack Henderson interviewed the candidates and checked references. The recommendations are contingent on successful completion of the Criminal History Background review.

 **Experienced Custodian/Grounds/Maintenance - $10/hr.**

|  |  |  |
| --- | --- | --- |
| Terry Burgess | James Wood |  Lillie Wood  |

 **Substitute School Nurse - $125/day**

|  |  |  |
| --- | --- | --- |
| Maryellen Cagle (Retired Paulsboro Public Schools Nurse - $180 day.  |  Michelle Heil | Jamie Sabetta |

1. Recommend approval for Supervisor of Food Services William McCumber to work four hours at the rate of $21/hr. at the football concessions for the home games.

Informational: Mr. McCumber opens the Paulsboro High School kitchen, helps deliver food and helps prepare food for the concession stand.

1. Recommend approval of the following pay rates for substitutes during the 2014-2015 school year:

 **Substitute Category 2014-2015**

 Custodians

 Regular $ 8.25

 After 10 years service $10.00

 Cafeteria Workers $ 8.25

 Classroom and Playground/Cafeteria Aides $ 8.25

 Bus Drivers $12.00

 Teachers

 Daily rates $80/day

 After 10 consecutive days in the same position $85/day

 After 20 consecutive days in the same position $90/day

 Informational: These are same rates as paid during the 2013-2014 school year.

1. Recommend approval of summer bus drivers and bus aides on an as needed basis:

  **Bus Drivers Bus Aides – $9.91/hour**

 Donna Alestra - $21.11/hour Nancy O'Brien

 Ethel Jackson - $21.11/hour

 Marie Polimeni $21.11/hour **Substitute Bus Aide - $9.00/hour**

 Adam Miskiewicz $20.81/hour Martha Peiffer

 Howard Camp $20.81/hour Romell Martin

 Informational: These are the same people and rates as during the 2013-2014 school year.

1. Recommend approval of a medical leave of absence for Billingsport Early Childhood Center School Nurse Janice Esters as follows:

Dates of Leave Conditions of Leave

Monday, May 12, 2014 – Wednesday, June 25, 2014 With pay and benefits by use of

 accumulated sick leave as well as the concurrent use of the Federal Family Leave Act.

1. Recommend approval of the following teachers to co-curricular and class advisor positions at Paulsboro Junior High School during the 2014-2015 school year:

|  |  |  |
| --- | --- | --- |
| **Position** | **Advisor** | **2014-2015****Salary** |
| 7th Grade Advisor | Susan Schaffer | $1,354 |
| 8th Grade Advisor | Barbara Cangelosi | $1,354 |

1. Recommend approval to transfer District Coach Shirley Gill to the Teacher of Grade 5 at Loudenslager Elementary School for the 2014-2015 school year.

Informational: District Coach Shirley Gill requested to be transferred to a classroom teaching position. The Interim Superintendent advertised a vacancy for Coach. He, in turn, interviewed two applicants for this post prior to making the recommendation above.

1. Recommend approval to rescind the contract offered to Loudenslager School Teacher Christina Roberts to work in the Elementary Summer School Program.

Informational: The contract was originally approved by the Board of Education on May 29, 2014.

1. Recommend approval to accept the resignation of Billingsport Early Childhood Center Playground/Cafeteria Aide George Trader effective on June 30, 2014. This recommendation includes approval for Mr. Trader to continue to serve as a substitute Playground/Cafeteria Aide.
2. Recommend approval to accept the resignation of Loudenslager Elementary School Nurse Meredith Wright effective at the close of business on Wednesday, June 25, 2014.

Informational: Ms. Wright served the Paulsboro Board of Education for 3 years.

1. Recommend approval to appoint Ellen Schoch-Pidliskey to the position of Attendance Clerk at a rate of $14.67 per hour for 1.5 hours per day for 181 days to be split between Billingsport Early Childhood Center and Loudenslager Elementary School.

Informational: Ms. Schoch-Pidliskey reviews attendance daily, reports suspected attendance problems to the principal, generates letters to parents and helps coordinate with the Attendance Officer.

1. Recommend appointment of the following staff members to extra-curricular positions at Loudenslager Elementary School and Billingsport Early Childhood Center for the 2014-2015 school year. Positions and salaries are as per agreement with the Paulsboro Education Association:

|  |  |  |
| --- | --- | --- |
| **Position** | **Staff Member** | **2014-2015****Salary** |
| School Store (Note 1)Loudenslager Elementary School | Toni HowardSue Piccione | $425.50$425.50 |
| Student Council (Note 1)Loudenslager Elementary School | VacantTara Stahl | $447.50$447.50 |
| Lunch Detention Monitor (Note 2)Loudenslager Elementary School | Sherry Reynolds | $18.87/hr. |
| Lunch Detention Monitor (Note 3)Billingsport Early Childhood Center | Cheryl Sierocinski | $18.87/hr. |

Note 1: The staff members appointed to these positions share the stipend delineated in

 the agreement with the Paulsboro Education Association.

Note 2: The Lunch Detention Monitor hours do not exceed 2 periods x 40 minutes/period

 x 181 days = 241 hours.

Note 3: The Lunch Detention Monitor hours do not exceed 1 period x 42 minutes/period

 x 181 days = 127 hours.

1. Recommend approval for Billingsport Early Childhood Center Teachers Candell Maxie, Karen Dutton and Judith Toscano to conduct testing for students who will be attending public school for the first time during the 2014-2015 school year. Teachers will earn $32 per hour not to exceed 54 hours to be shared by all of the instructors (Not to exceed $1,728). Testing will take place on August 5, 6 and 7, 2014 (Tuesday - Thursday).

Informational: The teachers conduct basic placement tests for Pre-kindergarten (General Education only) students, children who were home schooled and those who previously attended non-public schools.

1. Recommend approval to correct the record to hire Billingsport Early Childhood Center Playground/Cafeteria Aide Frieda Clarke for the 2014-2015 school year at a rate of $8.42 per hour for 2 hours per day on those days that lunch is served to students.

Informational: This action corrects a typographical error from the Thursday, May 29, 2014 agenda of the Board of Education. At that time, Ms. Clarke was incorrectly appointed at a rate of $8.27 per hour.

1. Recommend approval for children of staff members working in the elementary school summer program to attend that program without a fee. The recommendation is contingent on all Paulsboro residents who apply to participate in the program being served before the children of staff are admitted.

Informational: Class size is maintained at 15 students for the summer program. At this point, all classes are full and there is a waiting list. In many cases, some of the registered students do not actually attend the program so those on the waiting list are contacted. If seats still remain when every child on the waiting list is contacted, the children of staff members are invited to attend summer school.

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

1. Board Input Requested: At one point, the district employed a Supervisor of Custodians, Assistant Supervisor of Custodians, Supervisor of Maintenance and Grounds, and Assistant Supervisor of Maintenance and Grounds. Currently, these four positions have been combined into one job – Supervisor of Support Staff. The Supervisor of Support Staff has also been assigned responsibility for transportation. This Supervisor is also responsible for employees who work two shifts a day in most cases seven days per week.

The Interim Superintendent feels that the current situation makes it nearly impossible to complete all of the required tasks. This is particularly true when it comes to monitoring the work of the employees as well as inspecting the facilities to identify areas in need of maintenance.

The Administration would like to determine if it is possible to identify any employee from another area of the staff, transfer him/her to a newly created position of “Transportation Coordinator” then train them to handle these duties. If the Board of Education agrees, a job description will be developed for Transportation Coordinator.

1. Informational:

1. The following are paid class covers:

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Paulsboro High School** | **Loudenslager****Covers****2013-2014** | **Billingsport****Covers****2013-2014** |
| **Average Last****5 years** | **Range** | **2013-2014** |
| **September** | **1.4** | **0-3** | **6** | **0** | **0** |
| **October** | **23.4** | **9-46** | **40** | **0** | **0** |
| **November** | **32.8** | **19-53** | **44** | **0** | **0** |
| **December** | **39.8** | **31-62** | **65** | **0** | **0** |
| **January** | **43.0** | **15-69** | **45** | **0** | **0** |
| **February** | **38.4** | **12-53** | **51** | **0** | **0** |
| **March** | **63.0** | **28-96** | **94** | **0** | **0** |
| **April** | **47.0** | **36-65** | **88** | **0** | **0** |
| **May** | **86.8** | **65-127** | **115** | **0** | **0** |
| **June** | **30.6** | **22-42** |  |  |  |
| **Total** |  |  | **548** | **0** | **0** |

**STAFF AND CURRICULUM DEVELOPMENT**

Motion by Stevenson, seconded by Hamilton to accept the Interim Superintendents recommendation items A-I:

1. Recommend approval for Paulsboro Senior High School Head Wrestling Coach Paul Morina to attend the National Wrestling Coaches Convention in Fort Lauderdale, Florida from Thursday, July 31, 2014 through Sunday, August 3, 2014. Cost to the Board of Education includes registration $175 and lodging $362.97. Mr. Morina will pay all other expenses.

Informational: This is one of the major national wrestling clinics. Attending this meeting provides an opportunity for Mr. Morina to collaborate with college coaches on topics such as: preparing students for college academically and financially, fundraising “Best Practices” for programs, and wrestling techniques. The value of the conference is twofold. First it allows, Mr. Morina to learn new wrestling techniques and strategies. Second, it allows him to build relationships with college coaches in order to enhance the chances for Paulsboro Senior High School students to gain admission to college as well as receive scholarships.

1. Recommend approval for Paulsboro High School Teacher of Biology Paige Foulk to attend the New Jersey Science Convention on Tuesday, October 14 and Wednesday, October 15, 2014 in Princeton, New Jersey. Cost to the Board of Education includes registration ($285), mileage ($21) and substitute teacher ($240).

Informational: There are a wide range of seminars included in this workshop. Ms. Foulk intends to focus her attention on meetings related to Science, Technology, Engineering and Mathematics (STEM) such as Hands-On Project-Based Learning, Meeting STEM through Scientific Inquiry-Based Critical Thinking as well as STEM and the Next Generation of Science Standards.

1. Recommend approval to adopt and, in turn, purchase the textbook Prentice Hall Literature - Common Core Edition 2015- Grade 10 (Copyright 2015) for use in English II (Grade 10) at Paulsboro High School for the 2014-2015 school year. Cost to the Board of Education is $11,400.91 ($95.00 per book x 120 books). The publisher included teacher resources valued at $3,307.98 without an additional charge.

Informational: Textbooks were reviewed by Paulsboro High School English Teachers Susan Howard and Nicole Beaman. The district purchased the companion text to that recommended above for use in grade nine during the 2013-2014 school year. The purchase recommended above continues the replacement process for literature textbooks. A copy of the textbook is available in the Office of the Superintendent in advance of the meeting for review. The Interim Superintendent will also bring a copy of the textbook to the meeting.

1. Recommend approval to adopt and, in turn, purchase the textbook The Americans Student Survey Edition (Copyright 2012) for use in United States History I (Grade 9-12) at Paulsboro High School for the 2014-2015 school year. Cost to the Board of Education is $10,080 ($84 per book x 120 books). The publisher included teacher resources valued at $4,524.45 without an additional charge.

Informational: Textbooks were reviewed by Paulsboro High School Social Studies Teachers Michael Calabrese, Michael Vizzini and Richard Riskie. The United States History textbook that is currently in use bears a 1995 copyright. The budget includes funds to purchase only 80 textbooks that would be shared between students in United States History I and II. The Interim Superintendent recommends that enough books be purchased to place a text in the hands of every United States History I student during the 2014-2015 school year. The replacement will continue during the 2015-2016 school year with the purchase of textbooks for United States History II. A copy of the textbook is available in the Office of the Superintendent in advance of the meeting for review. The Interim Superintendent will also bring a copy of the textbook to the meeting.

1. Recommend approval for Rowan University School Nurse Student Cheryl Lloyd to complete her clinical practice (previously known as Student Teaching) between Tuesday, September 2, 2014 and Wednesday, December 17, 2014 at Paulsboro High School. Paulsboro High School Nurse Christine Spitale will serve as the cooperating nurse for the field placement.

Informational: Ms. Lloyd will observe Ms. Spitale prior to gradually taking over her duties. A Rowan University professor will conduct at least eight meetings/observations of Ms. Lloyd during clinical practice.

1. Recommend approval for Wilmington University Guidance Counseling Student Kandace Perry to complete 700 hours of Clinical Practice during the 2014-2015 school year. She will work under Cooperating Guidance Counselor Melba Moore-Suggs at Paulsboro Senior High School.

Informational: It is unclear how many times a professor from Wilmington University will be on-site to evaluate Ms. Perry. Ms. Perry is a resident of Paulsboro and a graduate of Paulsboro High School.

1. Recommend approval for Billingsport Early Childhood Center Principal Paul Bracciante and District Coach Matthew Browne to attend Southern New Jersey Prosecutor Offices 8th Annual School Safety and Security Conference on Wednesday, August 13, 2014 in Sewell, New Jersey. There is no cost to the Board of Education.

Informational: Workshop topics include heroin and prescription drug awareness and school security awareness and response.

1. Recommend approval for the Interim Superintendent of Schools to approve district administrators and other staff members to attend meetings and workshops conducted/sponsored by the Gloucester County Office of Education, New Jersey Department of Education and professional organizations during the 2014-2015 school year.

Informational: There are many mandatory meetings as well as important informational sessions conducted by the agencies mentioned above. In most cases, there is no cost to the Board of Education when employees attend the meetings. Unfortunately, the meetings are frequently announced too late for approval to follow the normal procedure. The Interim Superintendent is respectfully requesting to approve participation in these workshops then report to the Board of Education at its next meeting.

1. Recommend approval of University of Phoenix Student Thomas Richardson to complete his student teaching between Tuesday, September 2, 2014 and Wednesday, December 17, 2014 at Loudenslager Elementary School. Loudenslager Elementary School Teacher Tara Stahl will serve as the cooperating teacher.

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

Informational: A professor from the University of Phoenix will be onsite at least four times to evaluate Mr. Richardson. Mr. Richardson is a resident of Paulsboro and a graduate of Paulsboro High School.

1. Informational:
2. The following are class enrollments for Paulsboro High School:

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7th | 70 |
| 8th | 84 |
| 9th | 104 |
| 10th | 83 |
| 11th | 84 |
| 12th | 89 |
| TOTAL | **514** |

1. The following are school and class enrollments for Loudenslager Elementary School and

 Billingsport Early Childhood Center:

|  |  |  |  |
| --- | --- | --- | --- |
| **GRADE** | **ENROLLMENT PER CLASS BILLINGSPORT EARLY CHILDHOOD CENTER** |  **GRADE** | **ENROLLMENT PER CLASS****LOUDENSLAGER ELEMENTARY SCHOOL** |
| Pre-School Disabled | 8 | 6 |  |  |  | 3 | 23 | 24 | 24 |  |
| Pre-school | 17 | 15 | 15 |  |  | 4 | 27 | 25 | 26 |  |
| K | 24 | 23 | 24 | 25 |  | 5 | 28 | 28 | 29 |  |
| 1 | 23 | 20 | 21 | 20 |  | 6 | 23 | 27 | 26 |  |
| 2 | 17 | 17 | 17 | 14 |  | Special Ed | 10 | 6 |  |  |
| Special Education | 9 | 5 | 8 |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  | **328** |  |  |  |  | **327** |

**INSTRUCTIONAL SERVICES**

Motion by Lisa, seconded by Lozada-Shaw to accept the Interim Superintendents recommendation items A-Q:

1. Recommend adoption of resolutions that the agencies listed below be approved to provide home instruction for the 2014-2015 school year:

Professional Education Services

The Gloucester County Special Services School District

Brookfield Schools

Children’s Hospital of Philadelphia

1. Recommend approval of the following contracts with Gloucester County Special Services School District for the 2014-2015 school year:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Therapy | Maximum Hours Per Week | Not to Exceed Hours Per Year | Cost Per Hour | Total Annual Cost |
| Occupational Therapy | 26 | 832 | $83 | $$69,056 |
| Physical Therapy | 5.5 | 198 | $83 | $16,434 |
| Behavior Specialist | 32.5 | 1,170 | $78.46 | $91,800 |

Informational: Occupational Therapy (fine motor movement) and Physical Therapy (gross motor movement) are considered to be related services by the Individuals with Disabilities Education Act (IDEA). Students with disabilities who qualify for services via IDEA are also entitled to the related services that are required to provide a “beneficial” education. Physical and Occupational Therapy are, in these cases, included in the student’s Individual Educational Program (IEP). For a number of years, Paulsboro has contracted with Gloucester County Special Services School District to provide these therapeutic services. Only students whose IEP specifically delineates these therapies, receive them.

The Behavior Specialists are certified in Applied Behavioral Analysis. They provide support to both special and regular education students in grades Pre-kindergarten – 12.

1. Recommend approval for School Psychologists Angela Brown, Naomi Firestein and Nicole Crosby and Learning Disabilities Teacher/Consultants Andrea Blandy and Karolyn Adams to complete registrations for new students with Individual Educational Programs (IEP), assist with the development of schedules for students with IEPs, update student records, adjust class lists as well as consult with administrators in order to be certain that educational services for students with IEPs are in compliance with IDEA during July and August 2014. These professionals will earn $32 per hour not to exceed 150 hours (The 150 hours is shared between the five people listed in this recommendation.).
2. Recommend approval for specific General Education and Special Education teachers as well as members of the Child Study Team to attend initial classification and change of placement meetings for students new to the district or who are newly diagnosed with a disability that makes them eligible for services via the Individuals With Disabilities Education Act (IDEA) during July and August 2014. Staff members earn $32 per hour not to exceed 183.5 hours (The 183.5 hours is shared between all of the people listed in this recommendation.).

Informational: IDEA as well as New Jersey regulations delineate specific timelines to complete classification of students with disabilities, develop their Individual Educational Program (IEP) and implement the program. The IEP is developed by a team called the IEP team composed of at least one general education teacher, one special education teacher, and a member of the Child Study Team (case manager). The parents of each student are also members of the IEP team.

1. Recommend approval for the following students to attend Paulsboro Senior High School via the New Jersey School Choice Program for the first time during the 2014-2015 school year:

 Jacob Field Grade 9

 Joshua Bailey Grade 10

 Brandon Hayes Grade 10

Informational: Ten students from other districts will attend Paulsboro Senior High School as part of the School Choice Program during the 2014-2015 school year. Their home district is responsible to transport the Choice Students to Paulsboro. The Board of Education receives school aid from the State of New Jersey for these students. During the 2014-2015 school year, 37 Paulsboro students will be attending other schools via the School Choice Program. The Paulsboro Board of Education is responsible for transportation of these students. Paulsboro losses school aid for these students.

1. Recommend for Joshua Martini (Graded 12) to attend Paulsboro Senior High School for the 2014-2015 school year as a professional courtesy to his mother Paulsboro High School Teacher Marleen Martini.

1. Recommend approval to conduct two Scholastic Aptitude Test (SAT) preparation courses at Paulsboro Senior High School. One section will be conducted during Fall 2014 and the second during Winter 2015. This recommendation includes approval for Paulsboro High School Teacher of Mathematics Nelson Hall andTeacher of English Alexandra DiLorenzo to serve as instructors at a rate of $32/hour for a total of 3 hours each per course. This recommendation also includes approval for non-Paulsboro High School students to attend the course.

Informational: Each course consists of three hours of Mathematics and three hours of English instruction. Paulsboro students will pay $50 to attend the SAT preparation program while non-residents will be charged $200. This course has been approved by the Board of Education for the past few years. Dates will be selected in order to serve as many students as possible just prior to test administrations.

1. Recommend approval for Teacher of English Alexandra DiLorenzo to teach English III and IV Paulsboro High School Summer Program. This appointment is contingent on enrollments. Summer School is conducted on Mondays –Thursdays from June 30, 2014 – August 5, 2014 (22 days). Teachers earn $32 per hour for 2.25 (2 hours of instruction plus 0.25 hours preparation) per day per course.

Informational: The other teachers for the summer school program were approved by the Board of Education at its May 29, 2014 meeting.

1. Recommend approval for the following Paulsboro Senior High School Students to attend extended school year programs as listed. The Board of Education is responsible for tuition fees, transportation to and from school as well as other related services delineated in the Individual Educational Program (IEP) for each student

|  |  |  |
| --- | --- | --- |
| **Student Case Number** | **Location of Extended School Year Program** | **Tuition** |
| 1532 | Abilities Center | $4,200.00 |
| 2356 | Bankbridge Regional-South | $4,032.00 |

Informational: Students with disabilities are entitled to continue to attend school during the summer if the skills/learnings gained during the regular school term will suffer a significant loss if they don’t have continuous schooling during July and August.

1. Recommend approval of homebound instruction for the following students:

|  |  |  |
| --- | --- | --- |
| **Student/ Case Number** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| 2116 | 10 | 10 hours of instruction per week provided by Bridgeton Board of Education at a rate of $30 per hour. |

Informational: Students who are hospitalized, at home but too ill to attend school, or who are awaiting evaluation by the Child Study Team receive homebound instruction. General education students receive 5 hours per week of instruction. Special education students receive 10 hours of instruction per week. In some cases, facilities or a company under contract to the facility, provide the instruction then bill the home district. It is not unusual for the facility to provide 10 hours of education to all students on homebound instruction.

1. Recommend approval for Gloria Melchiore to serve as a home instruction aide for student Case Number 2668 at a rate of $15 per hour with salary to be paid by Greenwich Township Board of Education.

Informational: This is a unique situation which requires both a teacher and aide to be present during home instruction in order to create a secure environment for the staff members.

1. Recommend approval for the following tuition and transportation arrangement for students who are homeless:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student** | **School/Grade** | **District Responsible/Tuition** | **Living In** | **Tuition Cost** | **Transportation** |
| BS | Paulsboro High/9 | Paulsboro | Mt. Laurel | NA | Yes |

Informational: When students must reside in a location as a result of economic necessity they are considered homeless. The parents have two options for the schooling of the children. They can request the home district to provide transportation from the temporary place of residence to the home school. The second option is for the child to attend the school served by the temporary residence. In this case, the home district is responsible to pay tuition.

same manner.

1. Recommend approval of homebound instruction for the following students:

|  |  |  |
| --- | --- | --- |
| **Student/ Case Number** | **Grade** | **Hours of Instruction and Cost to the Board of Education** |
| AD | 4 | 5 hours of instruction per week provided by a teacher approved by the Paulsboro Board of Education at a rate of $32 per hour. |
| KS | 1 | Not to exceed 10 hours/week of instruction provided by agreement with Brookfield Schools at a rate of $32 per hour |
| 2079 | 5 | Not to exceed 10 hours/week of instruction provided by agreement with Brookfield Schools at a rate of $32 per hour. |
| 2590 | Pre-K | 10 hours of instruction per week provided by a teacher approved by the Paulsboro Board of Education at a rate of $32 per hour. |
| 2725 | 7 | Not to exceed 10 hours/week of instruction provided by agreement with Brookfield Schools at a rate of $32 per hour |

Informational: Please refer to the similar recommendation above.

1. Recommend approval for the following Paulsboro Junior High School and elementary school students to attend extended school year programs as listed. The Board of Education is responsible for tuition fees, transportation to and from school as well as other related services delineated in the Individual Educational Program (IEP) for each student

|  |  |  |
| --- | --- | --- |
| **Student Case Number** | **Location of Extended School Year Program** | **Tuition** |
| 2699 | Archway | $6,535.90 |
| 2393 | Bankbridge Development Center | $7,308.00 |
| 2717 | Bankbridge Development Center | $4,032.00 |
| 2635 | Bankbridge Development Center | $4,032.00 |
| 2228 | Bankbridge Development Center | $4,032.00 |
| 2705 | Bankbridge Development Center | $4,032.00 |
| 2493 | Bankbridge Elementary | $4,032.00 |
| 2341 | Bankbridge Elementary | $4,032.00 |
| 2641 | Bankbridge Elementary | $4,032.00 |
| 2418 | Bankbridge Elementary | $4,032.00 |
| 2744 | Bankbridge Elementary | $4,032.00 |
| 1754 | GCIT – Circle of Friends | $1,400.00 |
| 2745 | LARC | $6,968.00 |

Informational: Please refer to similar recommendation above.

1. Recommend approval for the following tuition and transportation arrangements for students who

are homeless:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student** | **School/Grade** | **District Responsible/Tuition** | **Living In** | **Tuition Cost** | **Transportation** |
| AA | Billingsport/1 | Paulsboro | Glassboro | NA | Yes |
| KM | Billingsport/K | Paulsboro | Glassboro | NA | Yes |
| SM | Billingsport/2 | Paulsboro | Glassboro | NA | Yes |
| MW | Loudenslager/3 | Paulsboro | Sicklerville | NA | Yes |
| SW | Billingsport/1 | Paulsboro | Sicklerville | NA | Yes |
| DB | Loudenslager/5 | Paulsboro | Glassboro | NA | Yes |
| DB | Loudenslager/5 | Paulsboro | Mt. Laurel | NA | Yes |

Informational: Please refer to similar recommendation above.

1. Recommend approval to submit a Science Technology Engineering and Mathematics (STEM) proposal to ExxonMobil Corporation in order to establish programs at Loudenslager Elementary School for the 2014-2015 school year as follows:

|  |  |  |
| --- | --- | --- |
| **Project** | **Expenditure** | **Cost** |
| Technology Club | Teacher Stipend | $1,440 |
| Enhance Library-Media Center | “Smart Board” | $4,000 |
| Provide School-wide Learning Center | LCD Projector for the All-Purpose Room | $5,000 |
| **Total Cost** | **$10,440** |

Informational: ExxonMobil has, in the past, provided STEM grants to the Paulsboro Public Schools. The grant amount was $1,500 for the 2013-2014 school year. Incoming Loudenslager School Principal Phillip Neff coordinated the preparation of this above proposal.

1. Recommend approval of a request by Metry Metry, the father of 4th grade student Kyrellos Aziz to home school his son for the remainder of the 2013-2014 school year.

Informational: Parents are permitted to home school their children. There are many reasons that a parent opts for home schooling: they want to create a customized program, they want to create a more sheltered educational experience, they have strong religious beliefs that they want to reflect in their children’s education, etc. In some cases, parents form groups to provide

the educational programs. In other cases, they use the services of an agency to provide the curriculum and assessments. Other parents design their own educational program. Parents must “inform” the school district that they will home school their children and provide a curriculum that is “equivalent” to that of the public school. The school district does not monitor the home

school program. If the child re-enters the public school, they are assessed to determine grade placement.

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

1. Informational:
2. Monthly Reports of Administrators **(Attachment)**
3. The New Jersey Department of Education (NJDOE) considers a student to be Chronically Absent if they miss 10% of the possible school days. That is, a student who attends a Paulsboro school all year and is absent 18 days is considered to be Chronically Absent. During the 2011-2012 and 2012-2013 approximately 24% of the students in the Paulsboro Public School were classified as Chronically Absent. On Friday, June 13, 2014, NJDOE official reported to the Interim Superintendent that the rate of Chronic Absence for the 2013-2014 school year has dropped to approximately 11% with recent months as low as 8%. This is a significant success!

This success is a direct result of the extra-effort of the Principals, Assistant Principal, Attendance Secretaries, Attendance Clerk and Attendance Officer. The Interim Superintendent offers sincere commendations to all involved in making this improvement.

1. The current 11th grade students are the last group that must take and pass the High School Proficiency Assessment in order to graduate. Beginning next year, the Partnership for Assessment of Readiness for College and Careers (PARCC) will become the graduation test. Paulsboro High School and Loudenslager Elementary School participated in the field test for the PARCC during the 2013-2014 school year. The following are the result, of the HSPA for the 11th graders:

|  |  |  |
| --- | --- | --- |
| **Student Classification** | **Percentage of Students****Mathematics** | **Percentage of Students****Language Arts Literacy** |
| Advanced Proficient | 10% | 4.7% |
| Proficient | 42% | 78.6% |
| Partially Proficient  | 48% | 16.7% |

Students who are Advanced Proficient and Proficient are considered to have passed the HSPA. Those who are Partially Proficient have not passed the examination and have several opportunities to retake the HSPA during their senior year.

The following is a comparison of passing percentages for the past two years:

|  |  |
| --- | --- |
| Mathematics | Language Arts Literacy |
| 2013 | 2014 | 2013 | 2014 |
| 62% | 52% | 82.2% | 83.3% |

The overall scores and growth in the number of students passing the Language Arts Literacy examination is encouraging. In addition, the number of students earning advanced proficient status in mathematics is noteworthy. On the other hand, the overall passing percentage and decline in the proficiency rate for mathematics is a significant concern.

**STUDENT ACTIVITIES**

Motion by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation items A-I:

1. Recommend approval for the Paulsboro Senior High School football and baseball teams to conduct some practices and games at the Damminger Athletic Complex during the 2014-2015 school year. Since this is a Borough of Paulsboro facility, this recommendation is contingent on approval by Mayor and Council.

Informational: Battaglia Baseball Field at Paulsboro High School sometimes becomes unplayable due to flooding. In other cases, there are too many teams practicing and playing games to be accommodated on the Bennett Field Athletic Complex at Paulsboro High School. The municipality has permitted high school teams to use its playing fields in the past.

1. Recommend approval for the Paulsboro Senior High School National Honor Society and Key Club students to serve as volunteers for the Boys and Girls Club of Paulsboro Summer Camp Monday, June 30, 2014 through Friday, August 22, 2014.

Informational: This is an opportunity for students to earn community service hours for both organizations. Students will assist camp coordinators with activities such as tutoring, supervising games, and assisting campers with arts and crafts.

1. Recommend approval to conduct a Running Club for Paulsboro Senior High School and Paulsboro Junior High School students at 7:00AM on Tuesdays and Thursdays from Tuesday, July 1, 2014 through Thursday, August 14, 2014. This recommendation includes approval for any Paulsboro High School coach approved for the 2014-2015 school year to supervise the activity as volunteers.

 Informational: This is a new activity for the 2014-2015 school year.

1. Recommend approval of the following athletic coaches for Paulsboro Senior High School for the 2014-2015 school year with stipends as per agreement with the Paulsboro Education Association.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Staff Member** |  **2014-2015 Salary** | **Step** |
| Head Football Coach | Glenn Howard | $8,112 | 3 |
| Asst. Football Coach | Francis Simpson | $5,662 | 3 |
| Asst. Football Coach | Kevin Harvey | $5,662 | 3 |
| Asst. Football Coach | Nickolas Cappolina | $5,662 | 3 |
| Asst. Football Coach | Open |  |  |
|   |  |  |  |
| Head Field Hockey Coach | Monica Koraido | $5,713 | 3 |
| Asst. Field Hockey Coach | Stephanie Taraschi | $4,646 | 3 |
|  |  |  |  |
| Head Girls Soccer Coach | Mandy Thomas | $5,713 | 3 |
| Asst. Girls Soccer Coach | Ashlie Gaynor | $4,002 | 2 |
|  |  |  |  |
| Head Boys Soccer Coach | Joseph Dreger | $5,713 | 3 |
| Asst. Boys Soccer Coach | Antonio Chila | $4,646 | 3 |
|  |  |  |  |
| Head Girls Tennis Coach | Andrea Lilley | $4,317 | 3 |
| Asst. Girls Tennis | Barbara Thomson | $3,266 | 3 |
|  |  |  |  |
| Head Cheerleading Coach | Jaime Convery | $2,763 | 3 |
| Asst. Fall Cheerleading | Erica Scott | $2,441 | 3 |
|  |  |  |  |
| Head Girls Basketball | Ashlie Gaynor | $6,717 | 2 |
| Asst. Girls Basketball | Stephanie Taraschi | $5,006 | 3 |
|  |  |  |  |
| Head Boys Basketball  | Sean Collins | $7,522 | 3 |
| Asst. Boys Basketball  | Joseph Dreger | $5,006 | 3 |
|  |  |  |  |
| Cross Country Coach | Dave Platt | $5,475 | 3 |
|  |  |  |  |
| Head Wrestling Coach | Paul Morina | $0 | 3 |
| Asst. Wrestling Coach | Dean Duca | $5,662 | 3 |
| Asst. Wrestling Coach | Carmel Morina | $5,662 | 3 |
| Asst. Wrestling Coach | Antonio Chila | $5,662 | 3 |
|  |  |  |  |
| Head Baseball Coach | David Glocker | $6,609 | 3 |
| Asst. Baseball Coach | Anthony Petrutz | $4,511 | 3 |
|  |  |  |  |
| Head Softball Coach | Stephanie Taraschi | $6,609 | 3 |
| Asst. Softball Coach | Ashlie Gaynor | $4,378 | 2 |
|  |  |  |  |
| Head Girls Track Coach | Euridee Gunter | $6,427 | 3 |
| Asst. Girls Track Coach | Dave Platt | $5,006 | 3 |
| Asst. Girls Track Coach | Ronald Wenzel | $5,006 | 3 |
|  |  |  |  |
| Head Boys Track Coach | Nickolas Cappolina | $6,427 | 3 |
| Asst. Boys Track Coach | Christopher Makaro | $5,006 | 3 |
| Asst. Boys Track Coach | Michael Manall | $5,006 | 3 |
|  |  |  |  |
| Head Boys Tennis Coach | Joseph Dreger | $4,317 | 3 |
| Asst. Boys Tennis Coach | Andrea Lilley | $3,266 | 3 |
|  |  |  |  |
| Athletic Department Site Supervisor | Nelson Hall | $60 not to exceed once a week – athletic directors discretion | NA |
| Assistant to the Athletic Director |  Mark Vogeding | $5,691 | NA |

1. Recommend approval of the following employees to serve as event workers for athletic events during the 2014-2015 school year at the same rates as 2013-2014. This recommendation includes approval of the pay rates for event workers.

|  |  |  |  |
| --- | --- | --- | --- |
| Nickolas Cappolina  | John Giovannitti | Andrea Lilley  | Anthony Petrutz |
| Keri Lyn Croce | Euridee Gunter | Roseanne Lombardo | Lisa Phillips |
| Theresa Croce | Jackie Hall | Gina Mariano | Elizabeth Reilly |
| Rita Cucinotta | Nelson Hall | Karen Minniti | Ashlie Gaynor |
| Thomas Damminger | Joann Hoehn | Melba Moore-Suggs | Ellen Schoch-Pidliskey |
| Clara Davis | Barbara Holler | Gina Morina | Vince Jones |
| Joseph Dreger | Glenn Howard | Lorraine Oswald | Marie Lexa |
| Wayne Farrow | Steven Hunckler | Todd Palmisano | Monica Koraido |
| Adina Giovannitti | Shane Kovalesky | James Pandolfo | Tara Stahl |
|  | Lisa Kuhnel-Prangler | Kim Parker | Stephanie Taraschi |

**FOOTBALL # of Workers Pay Rate (per event)**

Announcer / Clock Operator 1 $45

Ticket Seller 3 $45

Ticket Collector 4 $45

Clock Operator 1 $45

Security 3 $50

Grounds Crew (students) 4 $45

**WRESTLING**

Announcer / Clock Operator

Varsity and Junior Varsity 1 $60

Student Worker 1 $30

 Ticket Seller / Collector 1 $55

Security 1 $60

**BASKETBALL**

Announcer / Clock Operator-Varsity & Junior Varsity 1 $55

Clock operator – Student 1 $30

Ticket Seller / Collector 1 $55

Security 1 $60

**SOCCER**

Clock Operator 1 $45

1. Recommend approval to conduct Paulsboro Senior High School Marching Band Camp at Paulsboro High School from Monday, August 18 – Friday, August 22, 2014 and Monday, August 25 – Friday, August 29, 2014 between 8:00AM and 4:00PM. Band Director Jenna Ouellette and Assistant Band Director Wendy Stocker are in charge of the activity.

Informational: The purpose of band camp is to prepare the group to perform at football games.

1. Recommend approval for coaches approved by the Board of Education to conduct workouts and camps at Paulsboro High School during July and August 2014.

 Informational: The New Jersey State Interscholastic Athletic Association (NJSIAA) allows

 coaches to practice with their athletes during the summer recess.

1. Recommend approval for any coach approved by the Board of Education to supervise the summer and school year weightlifting programs on an as needed basis during the 2014-2015 school year at a rate of $10/session not to exceed $1,560.

Informational: Only one coach is paid for any session.

1. Recommend approval of the following coaches for Paulsboro Junior High School athletic teams during the 2014-2015 school year with stipends as per agreement with the Paulsboro Education Association.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Staff Member** |  **2014 -2015 Salary** | **Step** |
| 7th-8th Grade Field Hockey | Susan Schaffer | $3,181 | NA |
| 7th-8th Grade Girls Basketball | Erica Scott | $3,181 | NA |
| 7th-8th Grade Boys Basketball | Open | $3,181 | NA |
| 7th-8th Grade Cross Country | Amy Bria | $3,181 | NA |
| 7th-8th Grade Wrestling | Vince Jones | $3,181 | NA |
| 7th-8th Grade Boys Track | Christopher Costenbader | $3,181 | NA |
| 7th-8th Grade Girls Track | Open | $3,181 | NA |

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

1. Informational:

 1. Paulsboro High School Student Liva Savaiinaea earned a full scholarship to the University of

 Pennsylvania Summer Band Camp conducted from Sunday, July 27, 2014 through Saturday, August 2, 2014. The scholarship is valued at $825.

 2. Boys’ Track and Field Report **(Attachment)**

 3. Junior High Track and Field Report **(Attachment)**

 4. Track and Field Report **(Attachment)**

 5. Baseball Report **(Attachment)**

 6. Boys’ Tennis Report **(Attachment)**

 7. Softball Report **(Attachment)**

**FINANCE**

Motion by Lozada-Shaw, seconded by Stevenson to accept the Interim Superintendents recommendation items A-M:

1. Recommend approval to submit a grant application for No Child Left Behind (NCLB) funding to the New Jersey Department of Education for the 2014-2015 school year as follows. This recommendation also includes approval to accept the grant funds when approved by the New Jersey Department of Education.

|  |  |  |
| --- | --- | --- |
| **NCLB****Component** | **Grant Amount****2013-2014** | **Grant Amount****2014-2015** |
|  Title IA | $699,928 | $687,540 |
| Title IIA | $99,190 | $101,516 |
| Title III | $1,802 | $3,071 |

Informational: Title 1A funding is to provide Basic Skills Instruction. Title IIA funds are designated for Class Size Reduction. Title III monies support English Language Learners (ELL) – students whose native language is not English.

1. Recommend approval to submit a grant application for Individuals with Disabilities Education Act (IDEA) Basic and Pre-kindergarten funding to the New Jersey Department of Education for the 2014-2015 school year as follows. This recommendation also includes approval to accept the grant funds when approved by the New Jersey Department of Education:

|  |  |  |
| --- | --- | --- |
| **IDEA****Component** | **Grant Amount****2013-2014** | **Grant Amount****2014-2015** |
| Basic | $292,145 | $356,990 |
| Pre-K | $12,249 | $12,811 |

Informational:  IDEA Basic grant is utilized to fund the salary of the counselor at Loudenslager Elementary School, the summer program grades K-5, and the balance will be utilized for tuition for out of district placement.  The IDEA Pre-kindergarten grant is utilized to fund the Pre-K disabled summer school program and, if needed, some tuition expenses.

1. Recommend approval to charge the following Paulsboro Senior and Junior High School staff members to the No Child Left Behind (NCLB) Title I Part A grant for the 2014-2015 school year.

|  |  |  |
| --- | --- | --- |
| **Staff Member** | **Salary****2014-2015** | **Position** |
| Name to be added when the schedule of classes is finalized. | $21,268 | .2748 Full Time Teacher |
| Name to be added when the schedule of classes is finalized. | $21,268 | .2748 Full Time Teacher |
| Name to be added when the schedule of classes is finalized. | $21,268 | .2748 Full Time Teacher |
| Thomas Damminger | $49,344 | Teacher |
| Christie Rego-Konzik | $46,321 | Guidance Counselor  |
| Roseanne Lombardo | $79,774 | Teacher |
| Eleanor Gentile | $15,412.76 | Classroom Aide |

1. Recommend approval of the following prices for student and employee lunches as well as al a carte items for the 2014-2015 school year.

|  |  |  |
| --- | --- | --- |
| Item | Student Price | Teacher Price |
| 2013-2014 | 2014-2015 | 2013-2014 | 2014-2015 |
| Reduced Price Lunch | $0.40 | $0.40 | NA | NA |
| Full Price Lunch | $2.40 | $2.50 | $3.50 | $4.00 |
| Sandwich  | $1.90 | $2.00 | $2.50 | $3.25 |
| Extra Entrée | $1.90 | $2.00 | $2.50 | $3.25 |
| Salad Platter | $1.90 | $2.00 | $2.50 | $3.25 |
| Large Tossed Salad | $1.00 | $1.00 | $1.75 | $2.25 |
| Vegetable or Fruit Juice | $0.50 | $0.50 | $0.75 | $0.75 |
| Milk | $0.50 | $0.50 | $0.50 | $0.75 |
| Soup | NA | $0.50 | $1.00 | $1.00 |
| Bagged Snacks | $0.55 | $0.75 | $0.55 | $0.75 |
| Snapple Canned Juice | $1.25 | $1.50 | $1.25 | $1.50 |
| Large Bottled Water | $1.00 | $1.25 | $1.00 | $1.25 |
| Small Bottled Water | $0.50 | $0.75 | $0.50 | $0.75 |
| Hot Pretzel | $1.00 | $1.25 | $1.00 | $1.25 |
| Cookies | $0.25 | $0.50 | $0.25 | $0.50 |

Informational: During the 2013-2014 school year (through May) 110,299 free and 8,454 reduced price lunches were served. In addition, 18,944 full priced meals were served. The $0.10 increase in meal prices will yield $1,894 in additional revenues. $2.50 is the maximum amount that schools are permitted to charge for a student lunch. The approximate increase in revenue produced by the increase in teacher lunch prices is $1,000. The increase in al a carte items will produce an additional $3,750 in revenues. The Board of Education subsidizes the food service department in the amount of $77,025.84 annually. This subsidy basically covers the cost of cafeteria employees’ health benefits. Unpaid balances for students who must pay full price for their lunch continues to be a significant problem. At the end of April 2014, the unpaid balance was $6,513 which is down from the highest amount at the end of February 2014. At that time the unpaid balance was $10,938.

1. Recommend approval of an Addendum to Extend the Agreement between the Paulsboro Board of Education and Source 4 Teachers LLC, a Delaware limited liability company d/b/a Source 4 Teachers located at 800 North Kings Highway, Cherry Hill, NJ. This agreement is for the purpose of providing substitute staffing (primarily teachers). This addendum extends the agreement until June 30, 2015.

Informational: The fees specified in the addendum are the same as those charged during the 2013-2014 school year. Specifically, Source 4 Teachers charges a management fee of $12,730.80. That is, $1,273.08 per month from September through June. The company charges the district $109.04 per day for a substitute teacher. The half day rate is $70.43. The substitute teachers are paid $80 full day and $40 half day. Including the management fee, the cost of a substitute teacher is approximately $120 per day.

1. Recommend approval to accept $15,000 from the Frank Flowers Foundation for the purpose of providing scholarships to members of the Paulsboro High School Class of 2014.

Informational: The Frank Flowers Foundation awarded $12,000 in scholarship money to members of the Class of 2013. This type of donation has been ongoing for approximately 30 years. Mr. Flowers was a banker in Paulsboro. He specified that the Superintendent of the Paulsboro Public Schools would serve on the advisory committee for his foundation.

1. Recommend approval to accept $10,000 from the Frank Flowers Foundation for the purpose of 10 Paulsboro Senior High School students to attend a technology program at the Educational Information and Resources Center (EIRC).

Informational: At the February 27, 2014 meeting, the Board of Education gave approval to submit a grant proposal in cooperation with the EIRC to the Frank S. Flowers Charitable Trust in the amount of $10,000. The purpose of the grant is to provide COMP TIA A+ training/ certification to Paulsboro Senior High School students during a two-week summer program. The program will be hosted at EIRC in the Rowan University Technology Park located in Mullica Hill, New Jersey. There is no cost to the Board of Education.

COMP TIA A+ certification is industry recognized informational technology training. Entry-level positions tied to this certification have an average salary of $31,000-$35,000. This certification also allows students going on to college to take the next level of COMP TIA training and certification.

1. Recommend approval to accept the Honorable Samuel DeSimone’s Paulsboro High School Class of 1948 diploma. The value of the diploma is about $10 in one sense but for what it represents, it is priceless.

Informational: The diplomas are displayed in the Administration Building as part of the Hall of Diplomas Exhibition. Judge DeSimone already donated his college and law school diplomas to the Hall of Diplomas.

1. Recommend approval to dispose of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 1 | CD Changer | Broken and Out of ServiceRepairs cost more than a new unit | Place in e-Waste |
| Several Cases | Acrylic Paint | Very old and dried up | Contact county for proper method of disposal for this type of paint.  |

1. Recommend approval to accept a donation of an electronic sign valued at $3,500 from the Billingsport School and Community Association (BSCA) for use outside of Billingsport Early Childhood Center.

Informational: The district maintenance staff will install the sign. In addition, the Board of Education will need to pay an electrician to provide electrical service to the sign at a cost estimated at $3,200.

1. Recommend approval to charge the following Loudenslager Elementary School and Billingsport Early Childhood Center staff members to the No Child Left Behind (NCLB) Title I Part A grant for the 2014-2015 school year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **School** | **Salary****2014-2015** | **Position** |
| Lorraine Oswald | Billingsport | $16,337.53 | Classroom Aide |
| Angela Painter | Billingsport | $15,114.62 | Classroom Aide |
| Dottie Palmisano | Billingsport | $15,114.62 | Classroom Aide |
| Barbara Wurtz | Billingsport | $16,337.53 | Classroom Aide |
| Cheryl Sierocinski | Billingsport | $21,797.67 | Instructional Aide |
| Anne Williams | Billingsport | $21,797.67 | Instructional Aide |
| Judith Toscano | Billingsport |  $77,374.00 | Teacher |
| Kathleen Brown(\*) | Loudenslager |  $77,374.00 | Teacher |
| Heather Parks | Loudenslager | $21,797.67 | Instructional Aide |
| Marietta Relation | Loudenslager  | $21,797.67 | Instructional Aide |

1. Recommend approval to charge the salary of Loudenslager Elementary School Teacher Maryann Ridinger to the No Child Left Behind (NCLB) Title II – Part A grant for the 2014-2015 school year. The salary amount to be charged is $77,374. (\*)
2. Recommend approval to charge the salary of Loudenslager Elementary School Psychologist/ Counselor Nicole Crosby to the IDEA – Basic grant for the 2014-2015 school year in the amount of $47,321.

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; (\*) Mr. Ridinger ABSTAINED; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

1. Informational: Paulsboro, as well as other schools in New Jersey, uses Public Consulting Group as the agency to process the Special Education Medicaid Initiative (SEMI) payment. Some services provided by the Child Study Team straddle education and medicine. As a result, Medicaid reimburses the district for services such as initial classification meeting when a School Psychologist or School Social Worker participate in the Individual Educational Program (IEP) meeting. Some occupational and physical therapy is also reimbursable. Public Consulting Group retains a percentage of the reimbursable amount as its fee. The State of New Jersey also retains a portion of the fee. During the 2012-2013 school year the district received $83,457.55 via SEMI.

**FACILITIES**

Motion by Lisa, seconded by Walter to accept the Interim Superintendents recommendation item A:

1. Recommend approval for Cedar Law Firm, LLC to use the Paulsboro High School Auditorium between 6:30 PM and 9:00 PM on Monday, July 14, 2014. This recommendation includes approval to charge this organization the actual cost of custodial salaries to cover this event. Attorney David Cedar is in charge of this event.

Informational: Mr. Cedar represents many Paulsboro residents in their litigation against Conrail. He is requesting the auditorium so that he can conduct an information/question/

answer meeting with his clients. Since this is a “for profit” firm, the Interim Superintendent is recommending that they reimburse the district for custodial salaries. Proof of appropriate insurance coverage is on file.

Roll Call Vote: Ms. Eastlack, , Mr. Lisa, Mrs., Ms. Priest, Mr. Ridinger, , and Mr. Walter voting 5 YES; Mr. Hamilton, Lozada-Shaw, Mrs. Stevenson 3 ABSTENTIONS; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

Motion by Stevenson, seconded by Eastlack to accept the Interim Superintendents recommendation items B-C:

1. Recommend approval of the following financial considerations for non-school organizations requesting to use a school bus or van. That is, non-school organizations using a school bus or van will be billed at the same rate for a similar vehicle as that charged by H. A. DeHart & Sons, Inc. In addition to the rental fee, the organization will pay the actual cost of fuel, parking and tolls. The salary of the driver will be charged at the actual hourly rate (or overtime rate if applicable) plus the prorated amount for employee benefits. The use of a school bus or van by a non-school organization must receive advanced approval by the Superintendent of Schools and Board of Education.

Informational: From time to time, outside organizations request to use school buses and vans. If the Board of Education opts to allow this type of use, the fees charged should cover the actual costs. Indexing the fees to those charged by a bus rental company should help the school district to establish a fair rate for the use of the vehicle. In most cases, the hope is that the outside organization will go ahead and use the bus rental company.

1. Recommend approval of a contract for 2014-2015 lawn mowing and bed care maintenance to JV’s Landscaping, Post Office Box 248 Paulsboro, New Jersey for the following location within Paulsboro Public Schools grounds:

Project 1 Billingsport Early Childhood Center Lawn and Beds

Project 2 Loudenslager Elementary School Lawn and Beds and Courtyard

Project 3 Green Acres fields behind Loudenslager Elementary School

Project 4 Paulsboro High School and Administration Building Lawns and Beds excluding the athletic complex (Bennett , Battaglia & Rastelli Fields).

Cost of the agreement is $24,156 to mow the lawns 33 times (cost to mow the lawn an additional time is $185.60), mulching $2,040 and playground mulching/tilling $650. Total contract amount is $27,771. This contract covers the period July 1, 2014 through June 30, 2015.

Informational: Quotes were sent to the companies listed below on Tuesday April 29, 2014. On Wednesday May 9, 2014 at 4:00 pm the facility was made available to the contractor for inspection and ask questions or address concerns. No vendors contacted Supervisor of Support Staff Jack Henderson to attend.

Johns Landscaping LLC 219 Crown Point Rd, West Deptford NJ

Marc Suppe 312 Beacons Ave, Paulsboro NJ

Garden State Lawn Care PO Box 048, National Park, NJ

JV’s Landscaping 537 Nassau Ave, Paulsboro NJ

TJ’s Lawn & Landscaping 3 Bowen Ave, Woodstown, NJ

Earnest Davis 886 Main Street, Salem NJ

A copy of the specifications is attached for the convenience of members of the Board of Education **(Attachment)**.

Roll Call Vote: Ms. Eastlack, , Mr. Lisa, Mrs., Ms. Priest, Mr. Ridinger, , and Mr. Walter voting 5 YES; Mr. Hamilton, Lozada-Shaw, Mrs. Stevenson 3 Abstensions; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

**SCHOOL SAFETY**

Motion by Lisa, seconded by Hamilton to accept the Interim Superintendents recommendation items A-C:

1. Recommend the use of Paulsboro High School as an emergency evacuation site for the

 Paulsboro Boys & Girls Club.

1. Recommend that the Board of Education confirm the decision of the Interim Superintendent of Schools for the following cases of Harassment, Intimidation and Bullying (HIB) at Paulsboro Senior High School.

**Harassment, Intimidation and Bullying (HIB) Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Other Measures** |
| PHS050814001 | 5/08/14 | Complete | Non-HIB | Melba Moore-Suggs, School Counselor | Parent Conferences | NA |

 Informational: The New Jersey Department of Education requires all suspected cases of HIB to be investigated. Some of these cases are confirmed as HIB incidents. At the end of each investigation, the Superintendent must officially act on the case. In general, he confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify his decision. The Superintendent informs the parents of this decision as well as their right to appeal.

1. Recommend that the Board of Education confirm the decision of the Interim Superintendent of Schools for the following cases of Harassment, Intimidation and Bullying (HIB) for students in grades Pre-kindergarten – 8.

 **Harassment, Intimidation and Bullying (HIB) Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Other Measures** |
| BECC050714001 | 5/7/2014 | Complete | Non-HIB | Lisa Calabrese, School Counselor  | NA | NA |
| LES051114001 | 5/11/2014 | Complete | Non-HIB | Nicole Crosby, Anti-Bullying Specialist | NA | Parent Conferences |
| LES050514002 | 5/5/2014 | Complete | Non-HIB | Lisa Calabrese, School Counselor | Peer mediation and student counseling | Parent Conferences |
| LES050514003 | 5/5/14 | Complete | Non-HIB | Nicole Crosby, Anti-Bullying Specialist | NA | NA |

Informational: Please refer to the previous recommendation.

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Ms. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mr. Chapkowski, Mrs. Giampola 2 ABSENT

 Motion carried

1. Informational
2. The following cases of Violence, Vandalism and Substance Abuse were investigated and confirmed since the last report to the Board of Education. These cases are reported to the New Jersey Department of Education semi-annually. The Superintendent of Schools makes an annual report of Violence, Vandalism and Substance Abuse circa September for the prior school year.

**Violence, Vandalism and Substance Abuse Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case #:** | **Date of Incident:** | **Status of Investigation:** | **Nature of Case:** | **Names of Investigators:** | **Type and Nature of Discipline Imposed:** | **Cost of Vandalism:** |
| LOUD033 | 5/14/2014 | Complete | Violence – Threat | Mildred Tolbert, Principal | Out of School Suspension 3 days | Threat Assessment and referral to the Child Study Team |
| PHS017 | 5/30/2014 | Complete | Vandalism – Damage to PropertyPole Vault Pit | Jack Henderson, Facilities Manager | Police were notified, no complaint filed | TBD by outside contractor |
| PHS018 | 5/22/2014 | Complete | HIB | Melba Moore-Suggs, Anti-Bullying Specialist | In School Suspension 2 days | NA |
| PHS019 | 4/15-4/22/2014 | Complete | Vandalism – Damage to Property | Jack Henderson, Facilities Manager | NA | $103.89 |

1. The New Jersey Department of Education requires schools to conduct the types of safety drills reported below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Drill** | **Paulsboro High School** | **Loudenslager Elementary School** | **Billingsport Early Childhood Center** |
| Fire | 9/11/13, 10/24/13, 11/5/13, 12/19/13, 1/31/14, 2/24/14, 3/31/14, 4/28/14, 6/12/14, 6/23/14 | 9/5/13,10/15/13, 11/18/13, 12/4/13, 1/27/14, 2/21/14, 3/20/14, 4/25/14, 5/20/14,6/16/14 | 9/6/13, 10/21/13, 11/5/13, 12/19/13, 1/27/14, 2/20/14, 3/20/14, 4/11/14, 5/2/14, 6/2/14 |
| Shelter-in-Place | 10/8/13, 1/29/14 | 2/28/14 | 2/10/14 |
| Bomb Threat | 5/30/14, 6/24/14 | 10/22/13, 5/30/14 | 3/12/14, 4/30/14 |
| Lockdown | 9/23/13, 11/20/13, 12/12/13, 2/27/14, 3/28/14, 4/30/14, 6/13/14 | 9/10/13, 12/19/13 | 9/10/13, 1/2/14 |
| Evacuation (Non-Fire) | 5/22/14, 6/20/14  | 11/20/13, 4/10/14 | 10/4/13, 5/20/14 |
| Bus Evacuation | 10/3/13, 10/15/13,4/10/1410/8/13, 4/3/14 (Greenwich Twp.)4/2/14 (Bankbridge)10/10/13, 4/2/14 (GCIT) | 10/4/13, 10/8/13, 10/13/13,4/3/14,4/9/14 | 10/3/13, 10/10/13, 10/15/13,4/2/14,4/7/14,4/9/14 |
| Active Shooter | 11/27/13, 6/17/14 | 1/21/14, 3/31/14 | 11/26/13, 12/11/13, 6/10/14 |
| Safety Committee Meetings | These meetings will begin to be reported to the Board of Education during the 2014-2015 school year. |
| Test of Communication System | * All district administrators were trained to use the Phone Blaster system on Monday, November 25, 2013.
* Member of the Paulsboro Police Department will be trained to use the Phone Blaster system at their convenience.
* Districtwide test of the Phone Blaster system was conducted on December 11, 2013.
 |

**PUBLIC COMMENTS**

None

**NEXT PUBLIC MEETINGS**

Thursday, July 17, 2014 - 7:00 PM Regular Meeting – Paulsboro High School Library

•The Board will take official action at this meeting.

•The meeting is open to the public and comment will be solicited from citizens in attendance.

Motion made by Lisa, seconded by Lozada-Shaw and unanimously carried (8-0) to adjourn the meeting at 8:25p.m.

Respectfully submitted,



Business Administrator/Board Secretary